

FLEXIBLE WORKFORCE DEVELOPMENT FUND



FILL YOUR SKILLS GAP

www.forthvalley.ac.uk/FWDF

FLEXIBLE WORKFORCE DEVELOPMENT FUND

The Flexible Workforce Development Fund (FWDF) was created by the Scottish Government in 2017 to provide £10m of training to employers in Scotland who pay the Apprenticeship Levy. Now entering its third year, the fund has already proved to be very popular, and Forth Valley College has had its allocation increased to £556,412. Employers paying the Apprenticeship Levy are eligible to claim up to £15,000 worth of training to upskill their workforce.

Helping local businesses across the Forth Valley region to develop their workforce

Since 2017, Forth Valley College has supported many local businesses to access funding from the Flexible Workforce Development Scheme, including local business Tillicoultry Quarries, helping them to train more than 100 of their staff.

The family owned firm which employs 155 staff has 11 sites across Central Scotland secured funding to support the delivery of training at their sites in IOSH: Managing Safety and Manual Handling.



KEY FACTS

- The fund is open to Private, Public and Third Sector companies who pay the UK Government's Apprenticeship Levy (paying more than £3M in salaries each year)
- More than 700 companies in the Forth Valley area may be eligible to access the fund
- Funds could help to train and upskill staff in areas such as people skills, human resources and digital skills
- **Up to £15,000 of funding** is available for eligible companies
- Supply chain companies/staff can be included within an application



IMPORTANT INFORMATION

- Eligible companies can apply only once from **August 2019 - to 31 July 2020**
- Training must start no later than **30 August 2020**
- Applications are processed on a first come, first served basis
- Funding can be used as part-contribution towards training of a higher cost
- Training to meet a statutory requirement cannot be included
- Due to funding requirements all candidates undertaking training must complete a college enrolment form
- Companies must complete an application form and submit to Forth Valley College

Below is a selection of training courses which you may be able to access via the fund. Please note, this is not a prescriptive list. We will consider your specific training requirements and we may be able to offer training solutions which are not in the below table.

Category	Certification	Course Title	Duration
Assessor/Verifier	SQA SQA	Assessor Award Verifier Award	1 Year - Work-Based Learning 1 Year - Work-Based Learning
Business and Administration	SQA SQA SQA	HNC Administration and Information Technology HNC Business SVQ Business and Administration	2 Years - Evening Course 2 Years - Evening Course 1 Year - Work-Based Learning
Communication Skills	FVC FVC FVC	Communicating Assertively Refining My Written Communication Skills Refining My Oral Communication Skills	1 Day 1 Day 2 Days
Customer Service	FVC FVC SQA	Delighting My Customers Face to Face Delighting My Customers Over The Telephone SVQ Customer Service	1 Day 1 Day 1 Year - Work-Based Learning
CompEx	JTL JTL JTL JTL JTL JTL JTL JTL FVC	CompEx 01-04 Hazardous Areas CompEx 01-04 Hazardous Areas Refresher CompEx 05-06 Dust CompEx Foundation CompEx Foundation Plus CompEx 11 Mechanical CompEx 12 Design CompEx 14 Responsible Persons Hazardous Area Awareness Course	5 Days 2 Days 3 Days 2 Days 3 Days 3 Days 5 Days 4 Days 1 Day

New

New

Category	Certification	Course Title	Duration
Digital and IT Skills New	FVC FVC FVC FVC FVC	Microsoft Excel - Introduction/Intermediate/Advanced Microsoft Word - Introduction/Intermediate/Advanced Microsoft PowerPoint - Introduction/Intermediate/Advanced Microsoft O365 - Introduction/Intermediate/Advanced Cyber Security	1 Day 1 Day 1 Day 1 Day ½ /1 Day
Electrical Safety Coming Soon New	City & Guilds City & Guilds City & Guilds City & Guilds City & Guilds FVC	18th Edition 18th Edition Update Inspection and Testing 2391-52 Inspection and Testing 2391-52 PAT Testing Electricity at Work Regulations	3.5 Days 1.5 Days 3 Months - Evening Course 6 Days 2 Days ½ Day
First Aid New New	FVC SQA SQA SQA FVC FVC	First Aid Paediatric First Aid at Work First Aid at Work Refresher First Aid Emergency Mental Health First Aid Mental Health Awareness For All	1 Day 3 Days 2 Days 1 Day 2 Days 1 Day
Fraud Awareness	FVC FVC	Fraud Awareness at Work Fraud Awareness In My Personal Life	½ Day ½ Day
Health and Safety Coming Soon Coming Soon Coming Soon New	NEBOSH FVC FVC FVC FVC IOSH IOSH IOSH IOSH IOSH IOSH IOSH IOSH SQA	General Certificate Abrasive Wheels Ladder Safety Manual Handling Working at Height Fire Safety Awareness Fire Safety for Managers Leading Safely Managing Occupational Health & Wellbeing Managing Safely Managing Safely Refresher Working Safely HNC Facilities Management	14 Days ½ Day ½ Day ½ Day ½ Day 1 Day 1 Day 5 Hours 1 Day 4 Days 1 Day 1 Day 1 Day 2 Years - Twilight
Management and CIPD	CIPD CIPD CIPD CMI CMI FVC FVC FVC FVC SQA SQA SQA	Advanced Human Resource Management Human Resource Practice Foundation Intermediate Human Resource Management Certificate in Management and Leadership Diploma in Management and Leadership Leading and Motivating Teams Management Communication Managing Teams For Performance Supervisory Skills Change Management HNC Management and Leadership SVQ Management	2 Years - Flexible Learning 1 Year - Evening Course 1 Year - Flexible Learning 1 Year - Flexible Learning 1-2 Years - Flexible Learning 1 Day 2 Days 1 Day 1 Day 1 Day 12 weeks - Evening Course 2 Year - Evening Course 1 Year - Work-Based Learning
Other SVQ Coming Soon Coming Soon	EAL SQA SQA PAA/VQSET SQA	Engineering (Various Disciplines) Health & Safety IT and Telecommunications Laboratory and Associated Technical Activities Warehousing	2 Years - Work-Based learning 2 Years - Work-Based learning 2 Years - Work-Based learning 2 Years - Work-Based learning 1 Year - Work-Based learning
Personal Development and Effectiveness	FVC FVC FVC FVC FVC	How Can I Be More Confident? How Can I Make Better Decisions? Identifying and Managing My Stress Managing My Time Problem Solving and Decision Making	1 Day 1 Day 1 Day 1 Day 1 Day
Team and Company Effectiveness	FVC FVC FVC FVC FVC FVC FVC FVC	Adjusting to Change at Work Becoming More Effective as a Team Company Values in Action Diversity - Getting Along With Others in The Workplace Enhancing My Skills as an Effective Trainer From Buddy to Supervisor Preventing Bullying and Harassment Stress Management for Managers	1 Day 2 Days ½ Day 1 Day 2 Days 1 Day 1 Day 1 Day
Trainer Skills	City & Guilds City & Guilds FVC	Award in Education and Training 6502 Introduction to Trainer Skills 7300 Coaching and Mentoring	5 Days 2 Days 2 Days

Please note: Durations listed for all SVQ qualifications are a guide only as progress is dependent on work-based evidence being generated from a range of sources.

FIND OUT MORE:

Forth Valley College has a dedicated team who will support eligible companies through the application process to maximise the use of the fund to meet individual business training needs:

Contact us today . . .

email: fwdf@forthvalley.ac.uk

call: 01324 403271

visit: www.forthvalley.ac.uk/FWDF

Further information is also available at www.sfc.ac.uk



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